

I. Position Title: Amphitheater Box Office Staff Revision Date: 03/09
EEO Code: Admin. Support
Status: Non-exempt

Under the direction and supervision of the Amphitheater Box Office Manager, accounts for received ticket revenue and is responsible for assisting general operations of the Amphitheater box office.

- Sells tickets to customers.
- C Assists in maintaining box office.
- C Interfaces with public and responds to customer inquiries.
- C Meet certified cashiering standards through City Treasurer.
- Maintain City Treasurer Certification by explaining all outages in writing that are over \$5 each day, balancing 80% of the time in a 30 day period and keeping cumulative outages to less than \$200 in a 3 month period.

- Assists artists with special ticketing requests.
- C Assists in other duties as requested.

Tool, Machine, Equipment Operation: Ticketing computers and printers, PC, 10-key and calculator.

Work Environment: Work is primarily conducted at City Hall and the Amphitheater Box Office; exposure to various climate conditions; The noise level in the work environment is usually moderate, but possible increased noise exposure is expected while attending events. Box office is air conditioned; job requires evening, holiday, weekend and some daytime work; Box Office Staff must dress and groom in a manner congruent with the image of Sandy City.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same or similar position. Management reserves the right to add or change duties at any time.

DEPT/DIV. APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____